

## **MADERA COUNTY**

### **PUBLIC HEALTH DIRECTOR**

#### **DEFINITION**

Under general administrative direction, to direct, manage, and oversee the functions, operations, and programs of the Public Health Department including rural, public, and child health and disability prevention, children's services, and community health programs; to establish and maintain liaison to the public; and to perform related duties as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

#### **DISTINGUISHING CHARACTERISTICS**

This position is distinguished from the position of Public Health Officer in that the Public Health Officer has the responsibility of directing, supervising and planning clinical services provided by and for the Public Health Department. The Public Health Officer reports to the Public Health Director, who is the Department Head.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plans, directs, manages, and oversees the functions, operations, and programs of the Public Health Department and functions including rural, public, and child health and disability prevention, disaster planning, emergency medical services, children's services, and community health programs; oversees and participates in the development and implementation of Public Health Department goals, objectives, policies, and priorities; confers with responsible individuals, agencies and community groups to formulate programs which will meet current health care needs; develops and administers assigned budgets, prepares budget requests, and controls expenditures; selects, directs, supervises, trains, and evaluates assigned staff; directs and evaluates management personnel in the planning and directing of departmental activities; assesses and recommends solutions to complex problems affecting Department operations and functions; represents the Public Health Department to the public, community organizations, and other government agencies; prepares reports and recommendations for matters involving the health care system; attends various conferences and seminars to stay abreast of current trends in health care administration; develops, negotiates, and administers inter-agency agreements and contracts; develops comprehensive plans to satisfy anticipated future needs for department services including needed equipment, staff, and facilities; supervises preparation and submits applications as appropriate to secure grant funding for various health services projects and routine operations; ensures funds are allocated and expended as stipulated by the grant; consults with the Public Health Officer concerning medical protocols and approves suggested changes or recommendations; ensures interdepartmental communication and implementation of changes; coordinates the preparation and release of information to the media.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics and functions of a public health program.  
Pertinent Federal, State, and local laws, codes, and regulations related to public health.  
Principles and techniques of public health administration and management.  
Trends in the field of public health relating to programs and grants.  
Requirements and procedures for grant application and compliance.  
Principles and practices of supervision, training, and performance evaluation.  
Modern organizational planning techniques.  
Social and economic problems impacting public health.  
Research methodology, report writing, and basic statistics.  
Principles and practices of budget development, preparation, and expenditure control.

**Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

**Ability to:**

Plan, organize, direct, manage, and oversee, through subordinate supervisors, the programs, functions, and operations of the Public Health Department including a broad range of public health programs.  
Speak effectively before groups on behalf of the Public Health Department.  
Analyze data, compose clear and concise reports and reach logical conclusions.  
Adopt an effective course of action in emergency situations.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Play a proactive role in the delivery of community health services.  
Work in a diverse community with a wide range of public health needs.  
Exercise independent judgment and initiative in problem solving.  
Supervise, train, and evaluate the work of assigned staff.  
Effectively represent the Public Health Department to the public, community organizations, and other government agencies.  
Interpret, apply, and explain the policies, procedures, laws, and regulations pertaining to assigned programs and functions.  
Develop, analyze, evaluate, plan, implement, and prepare an assigned budget and control expenditures.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

***Madera County***  
***Public Health Director (Continued)***

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**Experience:**

Seven years of progressively responsible professional public health experience including three years of management and administrative experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, hospital administration, welfare administration, or a closely related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including the ability to travel to different sites and locations.

**Effective Date:** May, 1995